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## Interagency Contracts Coordinating Team (ICCT)

### Meeting Minutes

*June 13, 2006*

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**Attending:** Laura Nelson (OFM), Melanie Buechel (OSPI), Christopher Carlile (OFM), Debbie Dunn (DOP), Tom Goldsby (L & I), Susan Johnsen (OFM), Jim Matthews (DOH), Larry Oline (ESD), Cyndi Presnell (HCA), Nancy Ringstad (DOL), Mark Tyler (DSHS), Michelle Wieburg (SAO), and Megan McKay (OFM).

#### **Interagency Agreement Template**

Laura distributed the draft of the Interagency Agreement template to the group. After review of each section in question, the group came to agreement on the language and structure of the template.

Melanie has updated Debarment language that she will send to Laura to be included in this template.

It was agreed the template should be reviewed for inconsistencies in the use of terms and corrected where necessary. Laura agreed to run a search on the word "contract" and evaluate whether it should read "contract" or "agreement" and make those corrections.

There was a question regarding the "blanks" within the template and whether language should be added or whether each entity will add their own language pertaining to their needs. The group agreed to leave the "blanks".

There was discussion about the "Confidentiality" clause. ESD has an IAA template that contains a short confidentiality paragraph. The group agreed to use the IAA language used by ESD (Larry will forward the form to Laura) and to add a reference to the RCW as well.

Laura contacted Spencer Daniels, AGO, regarding the revised template and the need for their review and approval. He will coordinate the AGO review of the document content and will also evaluate for "Plain Talk".

#### **Shared Service Center Charter**

Laura distributed the draft document that included edits made since the last meeting, as directed by the group. The group reviewed the document and provided positive feedback. The next step will be to work with the Roadmap group to decide next steps.

Nancy inquired about the group/agencies gathering data about their own contract practices and procedures to share with the group in order to prepare for the future of contracting (tell the story). It was noted by the group that agency statewide information is very difficult to extract from some agencies and perhaps as Roadmap moves forward and needs that information, it will provide a purpose/reason for agencies to provide necessary data.

#### **Next Projects for ICCT**

Some ideas mentioned for coming projects include:

- IAAs for counties
- Core competencies for contracting staff

- Public Disclosure – sections omitted related to procurement
- Research insurance coverage – consistencies among state agencies related to types of insurance, L&I, and more
- Monitoring and managing contracts
- Contract documentation
- Contracting guides
- Personal service contracts
- Consistency of contracting terms within all agencies

On the subject of IAA for counties, those in the group that have recently updated or created new templates will share them.

Larry shared that there has been a recent public disclosure issue regarding an RFI at OSP. Melanie asked for the review of “proprietary disclosure” and how each agency handles the requests. The group wondered if Mary Ellen Combo could attend and talk about public disclosure at the September meeting. Laura offered to contact her and invite her to attend the September meeting.

Related to contract monitoring, Tom mentioned a contractor performance measurement plan. DSHS is currently finalizing their new monitoring system, which is scheduled to “roll-out” sometime in July – September. Laura will add this topic for discussion for the October ICCT meeting. Mark will plan to demo the DSHS system and Tom will talk about their “paper” system.

#### **NEXT MEETING**

**There will not be an ICCT meeting in the months of July or August – enjoy your summer! The next meeting will be September 12, 2006** and will be held on the ground floor of the General Administration building – Conference Room G4. The meeting will be at the usual time, 1:30 p.m. to 3:30 p.m.

#### **Agenda for September**

- Mary Ellen Combo presentation on Public Disclosure (not confirmed yet).

If you have suggestions for other agenda items, please contact Laura Nelson, 725-5259.

*Meeting adjourned at 3:30 p.m.*